

Cypress-Fairbanks Independent School District

Property & Evidence Room Technician (6274)

JOB POSTING

Job Details

Title

Property & Evidence Room Technician

Posting ID

6274

Description

QUALIFICATIONS:

1. High school diploma or certified GED required.
2. Must have a valid Texas driver's license with an acceptable driving record.
3. Must not have a criminal history record and pass a thorough background investigation.
4. Basic knowledge of operations and procedures for handling and processing property and evidence is preferred.
5. Basic computer skills and knowledge of Microsoft Office Suite applications.
6. Must be able to work day, evening, or night shift with days off as assigned.

TERMS OF EMPLOYMENT:

260 Days

SALARY/PAYGRADE:

\$21.56/HP4

Salary (based on verifiable job-related experience) as set by the Board of Trustees for the school year 2021-2022

ESSENTIAL FUNCTIONS:

1. Receive, sort, label and secures all property submitted to the property room.
2. Maintain the department's evidence database, to include the use of an electronic bar code inventory system.
3. Create and maintain records for control and accountability of property received, stored, disposed of, released, or destroyed.
4. Dispose of property according to the parameters of the law and by determining the case status.
5. Check out evidence to police officers for court appearances and follow up investigation.
6. Submit property and evidence for testing and analysis to the appropriate state, local, and federal agency as required.
7. Produce property and provide testimony in court pursuant to proper authority.
8. Destroy property according to CCP guidelines pursuant to receipt of destruction order from the court of authority.
9. Process and archive video utilizing the district's video recording system.
10. Provide information and recommendations regarding purchase of equipment and supplies necessary for effective operation of the property room.
11. Conduct audits of property and evidence as required by departmental regulations.
12. Assist all outside agencies as needed
13. Safely operate an assigned departmental vehicle.
14. Perform all other duties as assigned.

APPLICATION INFORMATION:

Human Resources

Phone: 281-807-8650

Email: karen.borrego@cfisd.net

DEADLINE TO APPLY:

September 29, 2021 or until filled

Applications will be reviewed

Not all applicants will be interviewed

Hiring Managers may choose to email you regarding this application. Please monitor your email regularly for any communication.

Shift Type

Full-Time

Salary Range **\$21.56 / Per Hour**
Location **POLICE DEPARTMENT**

Applications Accepted

Start Date **09/15/2021**